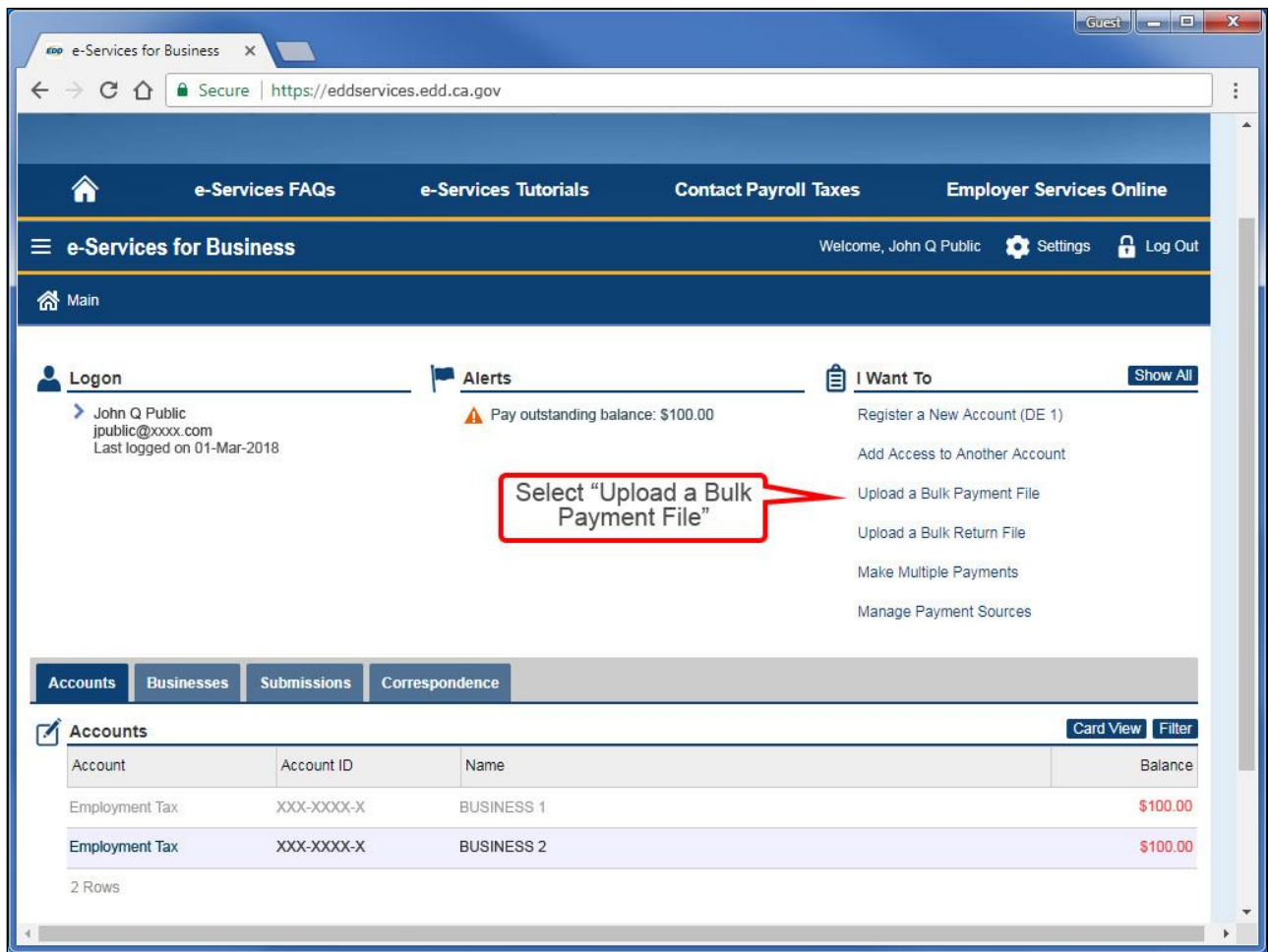


I Want to Upload a Bulk Payment File, Bulk Return File, or Submit a Bulk Rate Inquiry

Slide notes

The California Employment Development Department (EDD) developed this tutorial to assist you with navigating through e-Services for Business.

This tutorial is for an employer representative/payroll agent who wants to make a bulk payment for many different accounts, file bulk returns, or submit bulk Unemployment Insurance (UI) rate requests.



Slide notes

We will begin at the e-Services for Business home page. Select the "Upload a Bulk Payment File" link from the "I Want To" menu.

e-Services for Business

Secure | <https://eddservices.edd.ca.gov>

Welcome, John Q Public Settings Log Out

Main > Upload a Bulk Payment File

1. Attach a Payment File

Attach a Payment File

Files submitted prior to 3:00 p.m. Pacific Time will be processed the current business day.

If you have an ACH debit block on your bank account, you must inform your bank of the EDD's Company Identification number, 2282533055 to avoid your tax payment being rejected.

Files must meet the following standards:

- CSV files must be less than 10 MB.
- XML, ZIP files must be less than 10 MB and in ZIP file format.

File Format

☒ CSV [Instructions for CSV](#)

☐ XML, ZIP [Instructions for XML](#)

Cancel Previous Next

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[Contact EDD](#) | [Conditions of Use](#) | [Privacy Policy](#) | [Accessibility](#) | [Site Map](#)

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Slide notes

If needed, select the “Instructions for CSV” or “Instructions for XML” link for assistance. For this example, we select “Instructions for CSV.”

e-Services for Business X

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CSV Instructions

CSV File Format

Open a Microsoft Excel, Microsoft Word, or Microsoft Notepad document and enter the data according to the field position layout in the table below:

| Field Name | Length | Format | Position (Column) |
|--|--------|---|-------------------|
| Employer Account Number | 8 | Numeric | 1 |
| Pay Date (Payroll Date) | 8 | MMDDYYYY | 2 |
| Bank Debit Date | 8 | MMDDYYYY | 3 |
| Deposit Schedule: M: Monthly N: Next Business Day Q: Quarterly S: Semiweekly | 1 | Alpha – Must be one of (M, N, Q, S) | 4 |
| Bank Routing Number | 9 | Numeric | 5 |
| Bank Account Number | n/a | Numeric | 6 |
| Bank Account Type C: Checking S: Savings | 1 | C or S | 7 |
| UI Amount | n/a | Dollar Amounts = 52.00 (Example) Zero Dollar Amounts = 0.00 or 0 | 8 |
| ETT Amount | n/a | Dollar Amounts = 52.00 Zero Dollar Amounts = 0.00 or 0 | 9 |
| SDI Amount | n/a | Dollar Amounts = 52.00 Zero Dollar Amounts = 0.00 or 0 | 10 |
| PIT Amount | n/a | Dollar Amounts = 52.00 Zero Dollar Amounts = 0.00 or 0 | 11 |
| Penalty Amount | n/a | Dollar Amounts = 52.00 Zero Dollar Amounts = 0.00 or 0 | 12 |
| Interest Amount | n/a | Dollar Amounts = 52.00 Zero Dollar Amounts = 0.00 or 0 | 13 |

Important
All the tax payment fields and columns must be filled. Dollar amounts (except for zero dollar amounts) must include a decimal point. For example:

Select "OK"

OK Cancel

Settings Log Out

to avoid your tax payment being

< Previous Next >

Slide notes

Here are the CSV file format instructions. When you are finished viewing the instructions, select "OK" to continue.

e-Services for Business X

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Main Welcome, John Q Public Settings Log Out

Main > Upload a Bulk Payment File

1. Attach a Payment File

Attach a Payment File

Files submitted prior to 3:00 p.m. Pacific Time will be processed the current business day.

If you have an ACH debit block on your bank account, you must inform your bank of the EDD's Company Identification number, 2282533055 to avoid your tax payment being rejected.

Files must meet the following standards:

- CSV files must be less than 10 MB.
- XML, ZIP files must be less than 10 MB and in ZIP file format.

File Format

☒ **CSV** [Instructions for CSV](#)

☐ XML, ZIP [Instructions for XML](#)

[Add Attachment](#)

Cancel Previous Next

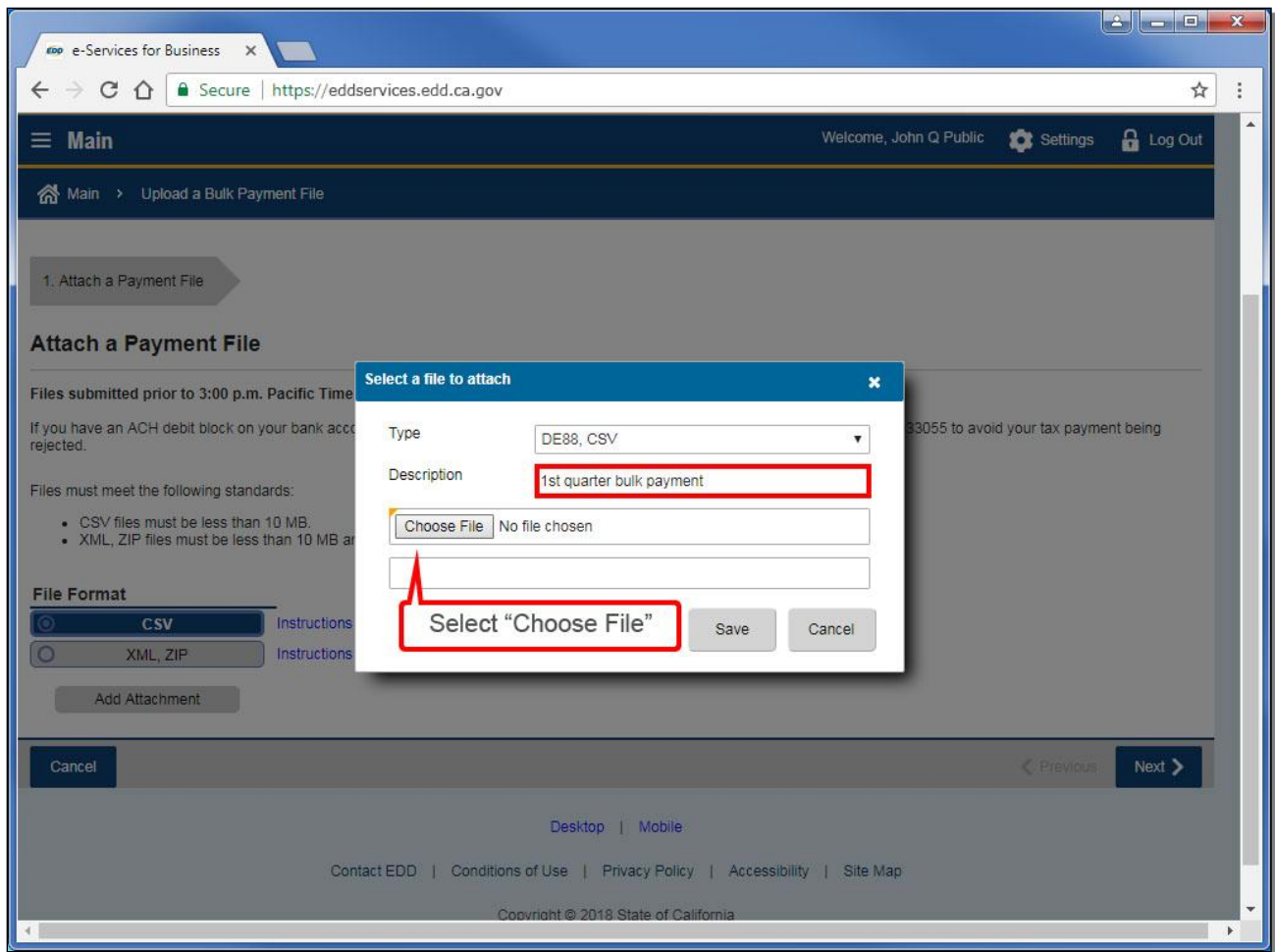
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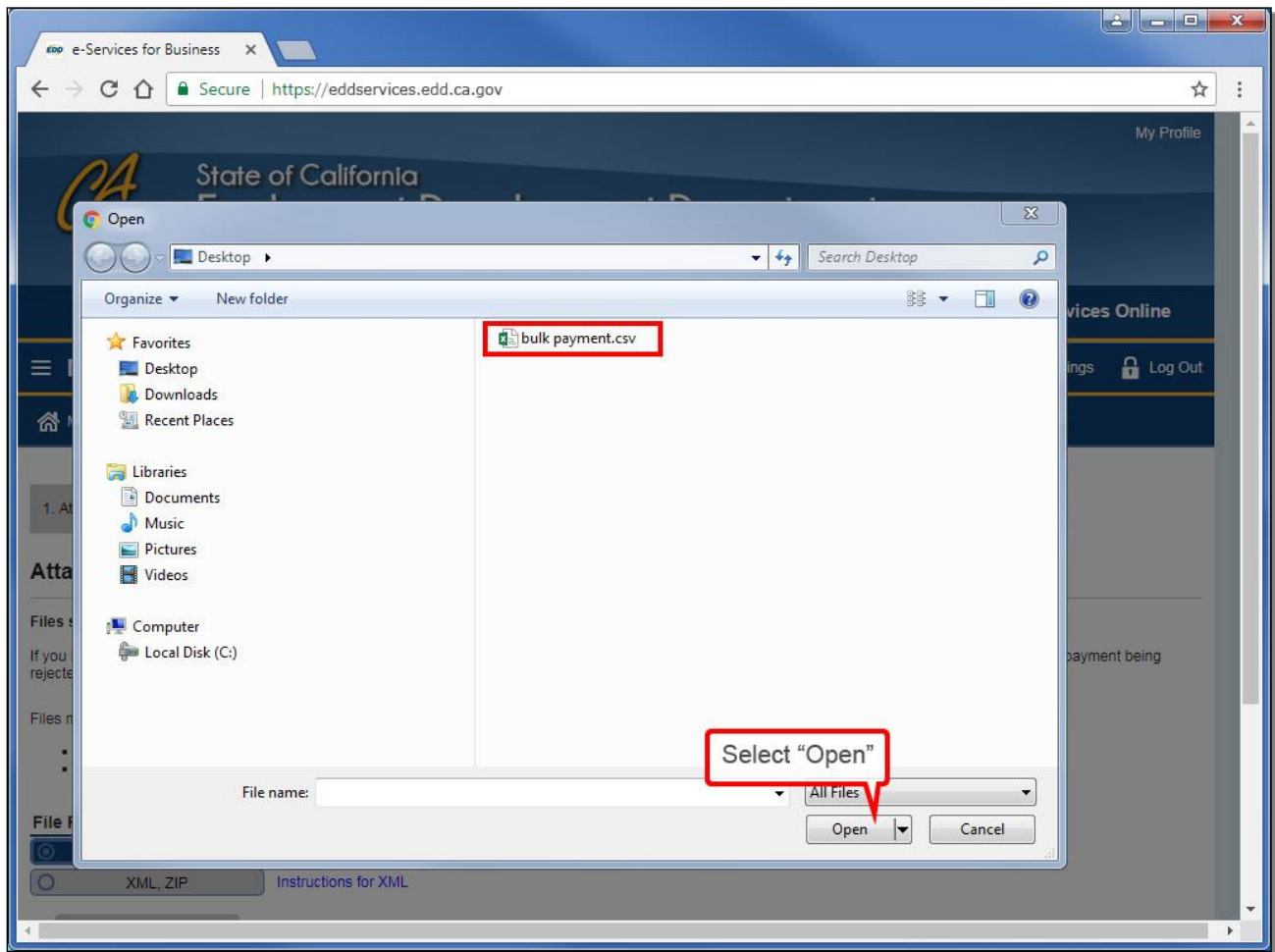
Slide notes

Select the File Format. For this example, we select CSV. Select "Add Attachment" to continue.



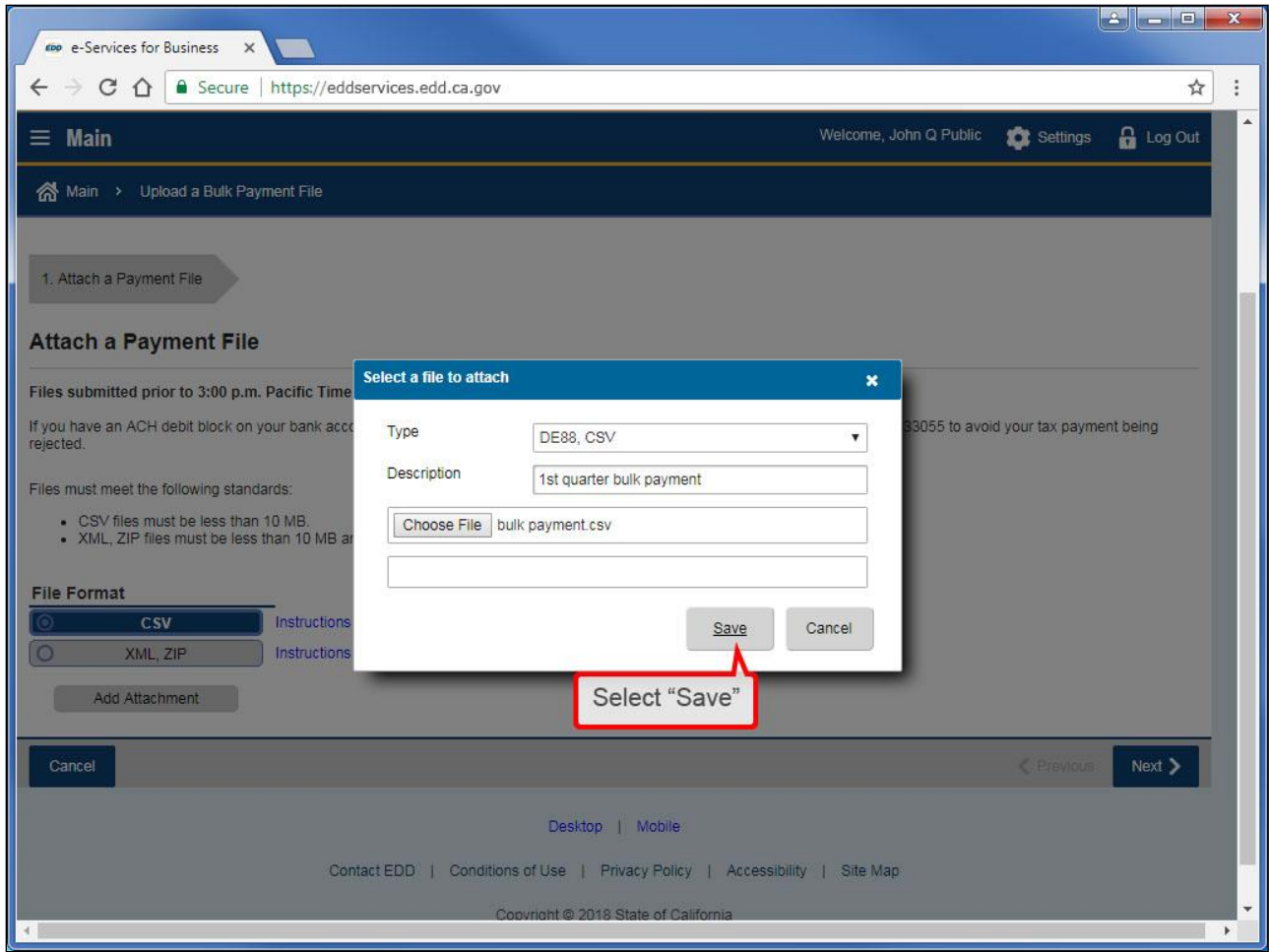
Slide notes

Fill in the “Description” field with a name that you will recognize and then select “Choose File” to find the file you want to import.



Slide notes

Choose the correct file to import, and then select "Open" to import the attachment.



Slide notes

Now the attachment has been imported. Select "Save."

e-Services for Business x

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Main

Welcome, John Q Public Settings Log Out

Main > Upload a Bulk Payment File

1. Attach a Payment File

Attach a Payment File

Files submitted prior to 3:00 p.m. Pacific Time will be processed the current business day.

If you have an ACH debit block on your bank account, you must inform your bank of the EDD's Company Identification number, 2282533055 to avoid your tax payment being rejected.

Files must meet the following standards:

- CSV files must be less than 10 MB.
- XML, ZIP files must be less than 10 MB and in ZIP file format.

File Format

☒ CSV [Instructions for CSV](#)

☐ XML, ZIP [Instructions for XML](#)

Add Attachment

Attachments

| Type | Name | Description | Size | |
|-----------|------------------|--------------------------|------|--------|
| DE88, CSV | bulk payment.csv | 1st quarter bulk payment | 0 | Remove |

Select "Next"

Cancel Previous Next

Slide notes

Now you can see the attachment that has been imported. Select "Next" to continue.

e-Services for Business X

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Main Welcome, John Q Public Settings Log Out

Main > Upload a Bulk Payment File

1. Attach a Payment File 2. Contact Information

Contact Information

Employer/Agent/Employer Representative: Enter your business information..

An internal representative (i.e. employee) should enter their employer's information.

First Name

Last Name

Phone Number

Extension

Email

Select "Next"

Cancel < Previous Next >

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Slide notes

Complete the "Contact" information for the person completing this request and select "Next" to continue.

The screenshot shows a web browser window with the URL <https://eddservices.edd.ca.gov>. The page is titled "e-Services for Business" and "Employer Services Online". The user is logged in as "John Q Public". The navigation bar includes links for "e-Services FAQs", "e-Services Tutorials", "Contact Payroll Taxes", and "Employer Services Online". The main content area shows a progress bar with three steps: "1. Attach a Payment File", "2. Contact Information", and "3. Contact Address Information". The "Contact Address Information" step is active. Below the progress bar, there is a section titled "Contact Address Information" with instructions: "Employer/Agent/Employer Representative: Enter your business information.." and "An internal representative (i.e. employee) should enter their employer's information." The form fields are: Address (456 Any St), City (Sacramento), State (CALIFORNIA), and ZIP Code (95814). A red box highlights these fields. To the right of the form, a red box highlights the "Submit" button with a callout that says "Select 'Submit'". At the bottom of the form, there are "Cancel", "Previous", and "Submit" buttons. The footer includes links for "Contact EDD", "Conditions of Use", "Privacy Policy", "Accessibility", and "Site Map", and a copyright notice for 2018 State of California.

e-Services for Business x

Secure | <https://eddservices.edd.ca.gov>

e-Services FAQs e-Services Tutorials Contact Payroll Taxes Employer Services Online

Main Welcome, John Q Public Settings Log Out

Main > Upload a Bulk Payment File

1. Attach a Payment File 2. Contact Information 3. Contact Address Information

Contact Address Information

Employer/Agent/Employer Representative: Enter your business information..
An internal representative (i.e. employee) should enter their employer's information.

Address 456 Any St
City Sacramento
State CALIFORNIA
ZIP Code 95814

Select "Submit"

Cancel Previous Submit

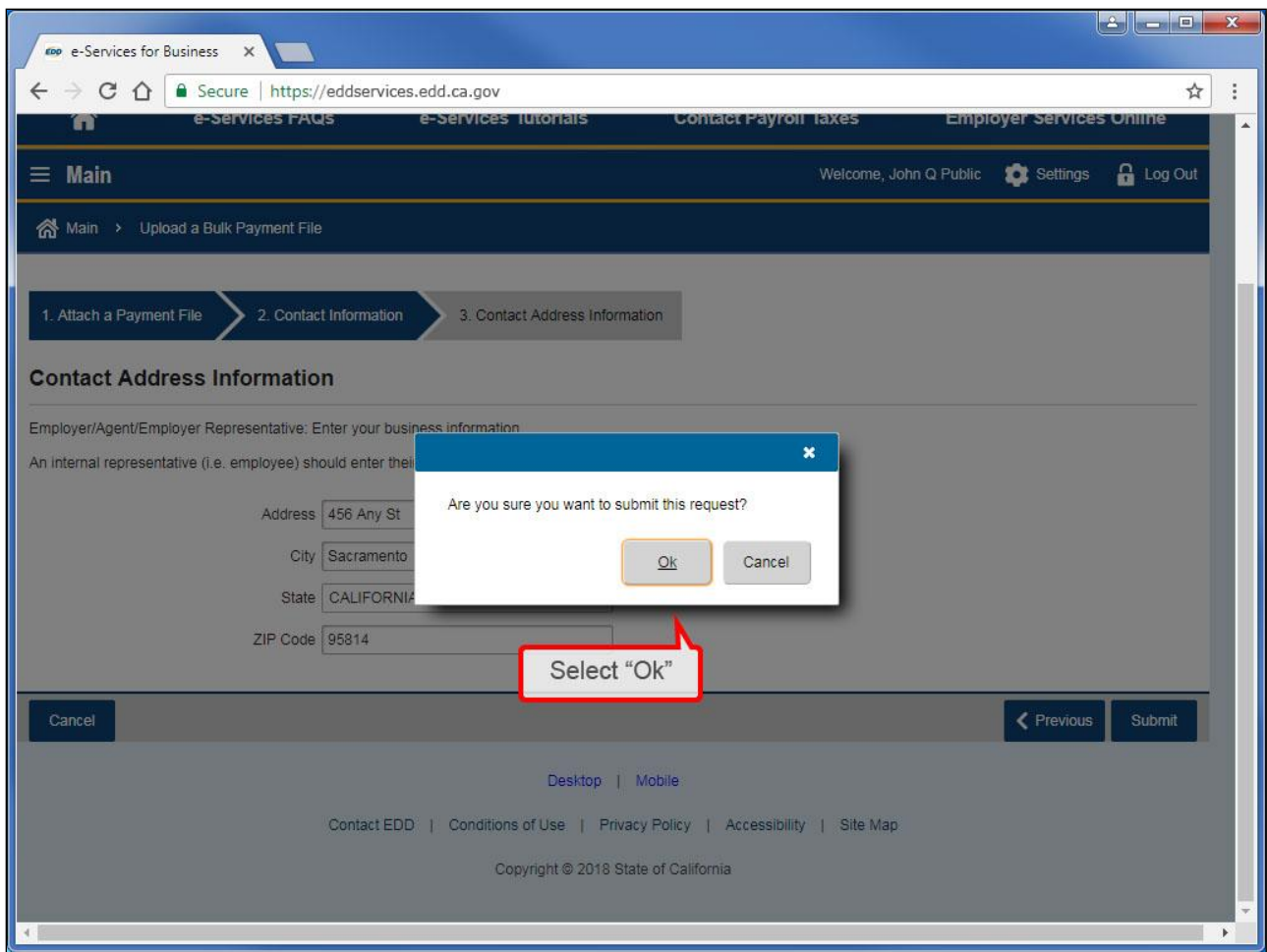
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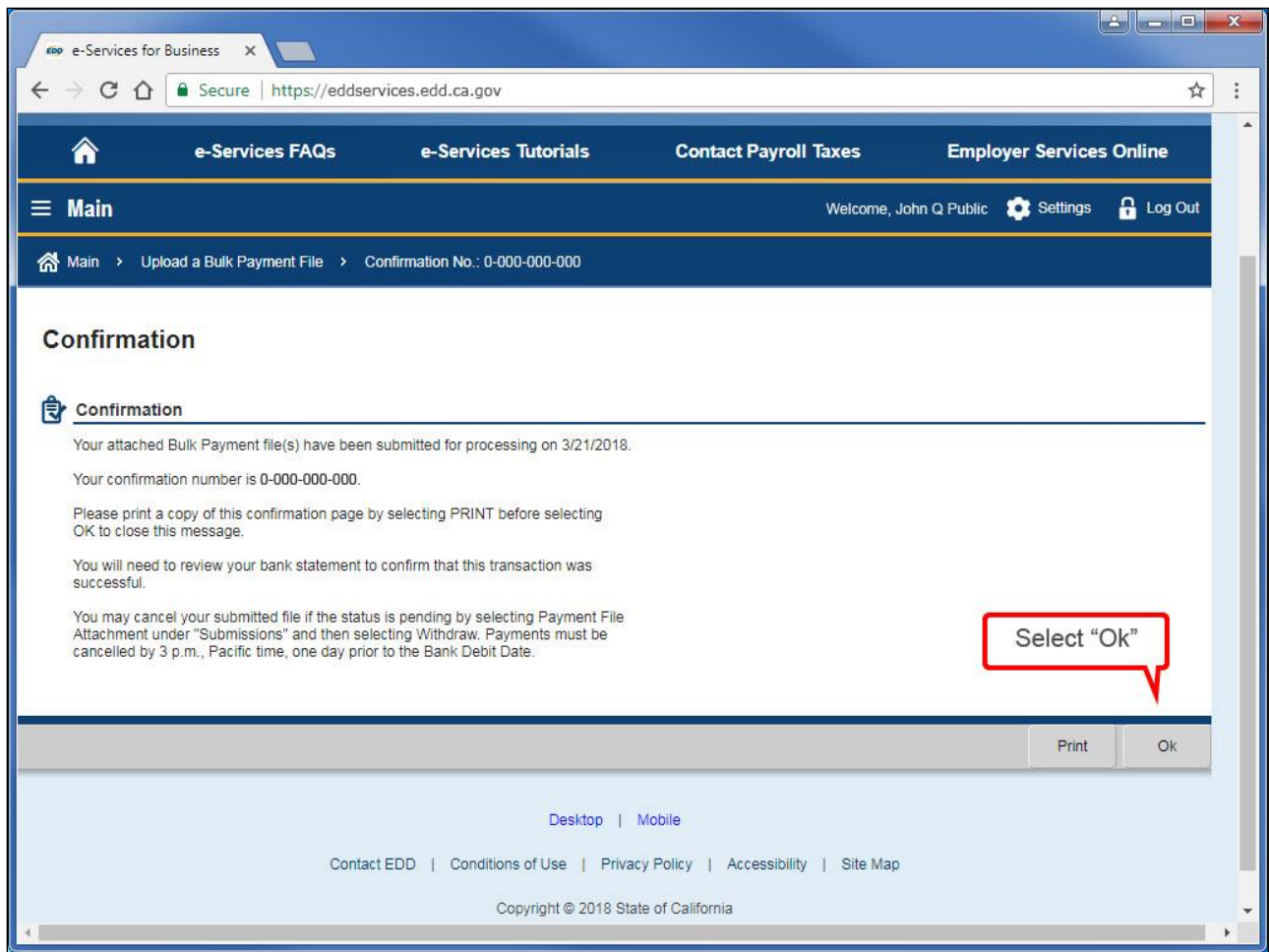
Slide notes

Complete the "Contact Address" information for the person completing this request and select "Submit" to continue.



Slide notes

Are you sure you want to submit this request? Select "Ok."



Slide notes

Here is the confirmation page, including your confirmation number. Select "Ok" to complete this process and navigate back to the e-Services for Business home page.

The screenshot shows the 'e-Services for Business' website interface. At the top, there's a navigation bar with links like 'e-Services FAQs', 'e-Services Tutorials', 'Contact Payroll Taxes', and 'Employer Services Online'. Below this, a user is logged in as 'John Q Public'. The main content area is divided into three sections: 'Ligon', 'Alerts', and 'I Want To'. The 'I Want To' section contains a list of actions: 'Register a New Account (DE 1)', 'Add Access to Another Account', 'Upload a Bulk Payment File', 'Upload a Bulk Return File', 'Make Multiple Payments', and 'Manage Payment Sources'. A red callout box with an arrow points to the 'Upload a Bulk Return File' link. Below this, there's a tabbed interface with 'Accounts', 'Businesses', 'Submissions', and 'Correspondence'. The 'Accounts' tab is active, showing a table with two rows of account information.

| Account | Account ID | Name | Balance |
|----------------|------------|------------|----------|
| Employment Tax | XXX-XXXX-X | BUSINESS 1 | \$100.00 |
| Employment Tax | XXX-XXXX-X | BUSINESS 2 | \$100.00 |

2 Rows

Slide notes

Now, let's attach a bulk return file. Select the "Upload a Bulk Return File" link from the "I Want To" menu.

e-Services for Business X

Secure | <https://eddservices.edd.ca.gov>

Main Welcome, John Q Public Settings Log Out

Main > Upload a Bulk Return File

Important: You are currently attempting to upload a bulk return file (XML, MMREF, ICESA, NER, or ICR).
If you are attempting to file a tax return or wage report using CSV or direct entry, navigate to your account, select the period for which you would like to file, and select the "File or Adjust a Return or Wage Report" link.

1. Attachment Type

Attachment Type

Important:

- NER and ICR files must be less than 5 MB and in ZIP file format.
- It may take up to 2 weeks to process your file

Please select an attachment type

☐ Tax Return

☒ **Wage Report**

☐ NER

☐ ICR

Select "Next"

Cancel < Previous Next >

Desktop | Mobile

Slide notes

Select an attachment type. For this example, we select "Wage Report." Select "Next" to continue.

The screenshot shows a web browser window with the URL <https://eddservices.edd.ca.gov>. The page has a dark blue header with navigation links: [e-Services FAQs](#), [e-Services Tutorials](#), [Contact Payroll Taxes](#), and [Employer Services Online](#). Below the header, a user is logged in as "John Q Public" with links for [Settings](#) and [Log Out](#). The breadcrumb trail shows "Main" > "Upload a Bulk Return File".

An important notice states: "Important: You are currently attempting to upload a bulk return file (XML, MMREF, ICESA, NER, or ICR). If you are attempting to file a tax return or wage report using CSV or direct entry, navigate to your account, select the period for which you would like to file, and select the 'File or Adjust a Return or Wage Report' link."

The process is divided into two steps: "1. Attachment Type" and "2. Form Type". Under "Form Type", a message says: "Only one file type (i.e. ICESA) and return type (i.e. DE 9C) is accepted per attachment. Please select a form type".

Two radio buttons are available: "DE6" and "DE9C". The "DE9C" option is selected and highlighted with a red box. A red callout bubble points to the "Next" button with the text "Select 'Next'".

At the bottom, there are links for [Desktop](#) and [Mobile](#), a footer with links for [Contact EDD](#), [Conditions of Use](#), [Privacy Policy](#), [Accessibility](#), and [Site Map](#), and a copyright notice: "Copyright © 2018 State of California".

Slide notes

Select a form type. For this example, we select "DE9C." Select "Next" to continue.

e-Services for Business

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Main

Welcome, John Q Public Settings Log Out

Main > Upload a Bulk Return File

Important: You are currently attempting to upload a bulk return file (XML, MMREF, ICESA, NER, or ICR).
If you are attempting to file a tax return or wage report using CSV or direct entry, navigate to your account, select the period for which you would like to file, and select the "File or Adjust a Return or Wage Report" link.

1. Attachment Type 2. Form Type 3. File Format

File Format

XML files must be less than 10 MB and in ZIP file format.
Files submitted prior to 6:30 p.m., Pacific Time, will be processed the current business day.

MMREF and ICESA files must be less than 10 MB and in ZIP file format.
It may take up to 6 weeks to process your file.

Please select a file format type

☐ ICESA

☐ MMREF

☒ XML

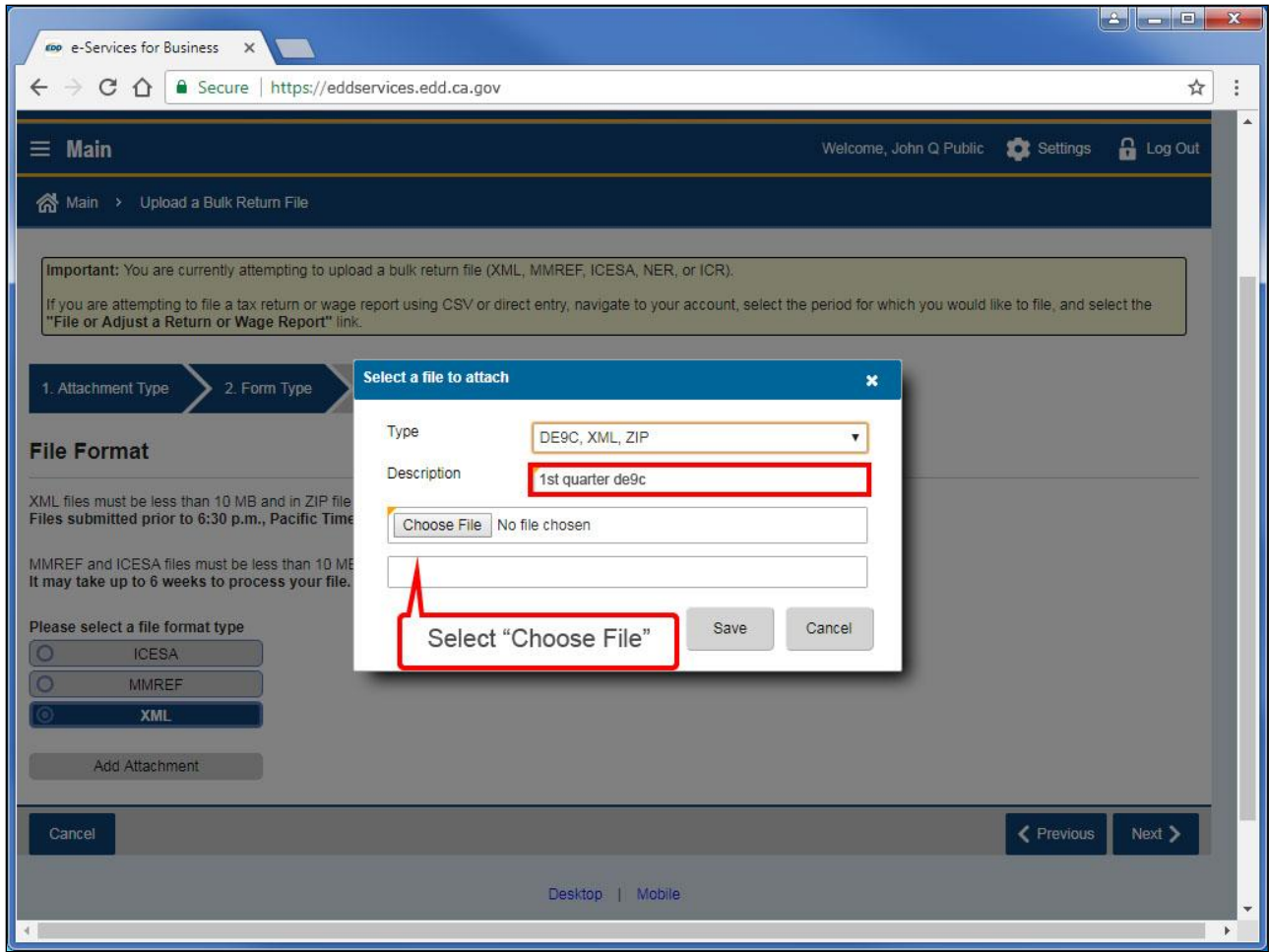
XML files must be less than 10 MB and in ZIP file format. Files submitted prior to 6:30 p.m., Pacific Time, will be processed the current business day.

Cancel Previous Next

Desktop | Mobile

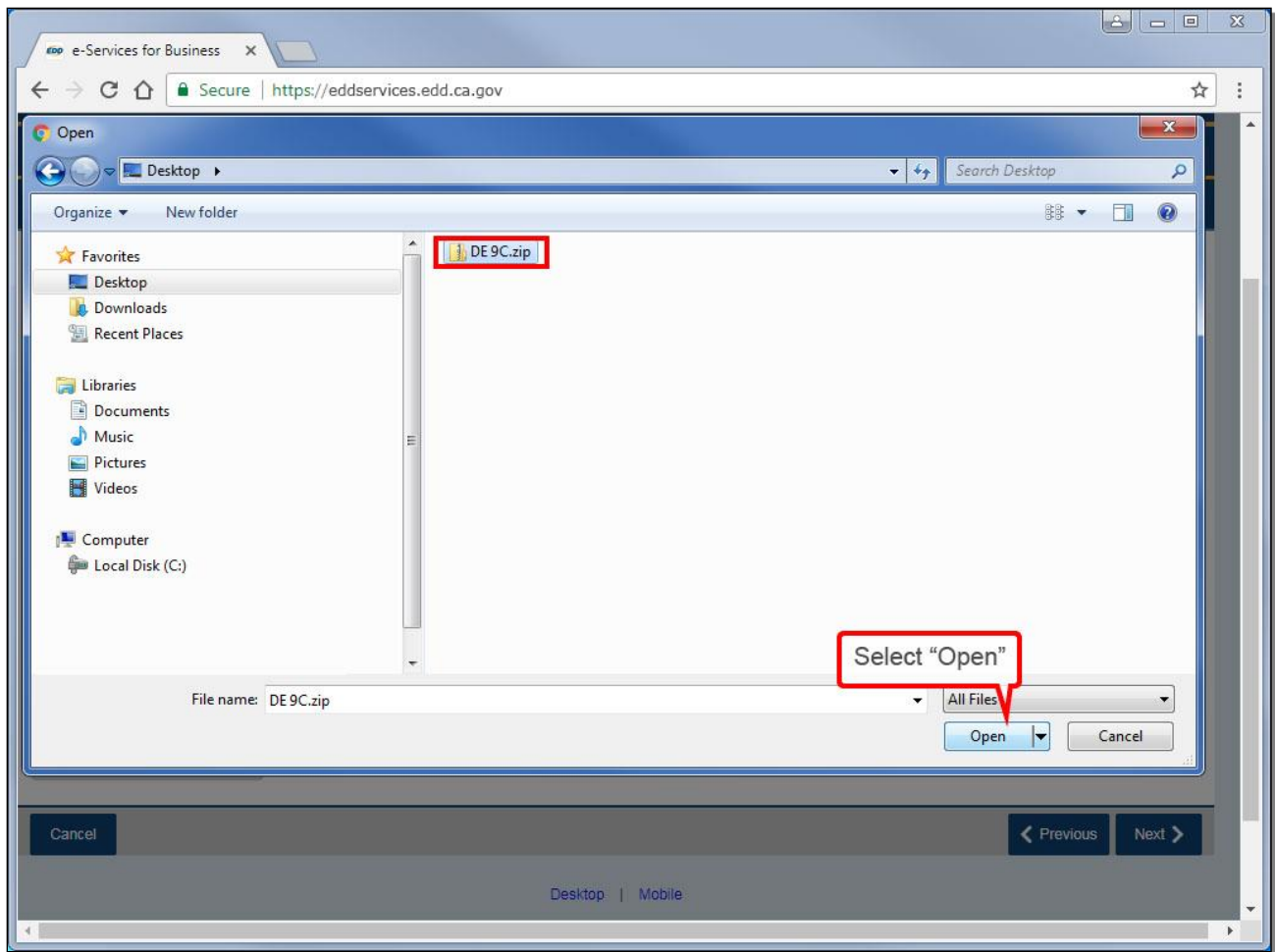
Slide notes

Select a file format type. For this example, we select "XML" and then select "Add Attachment."



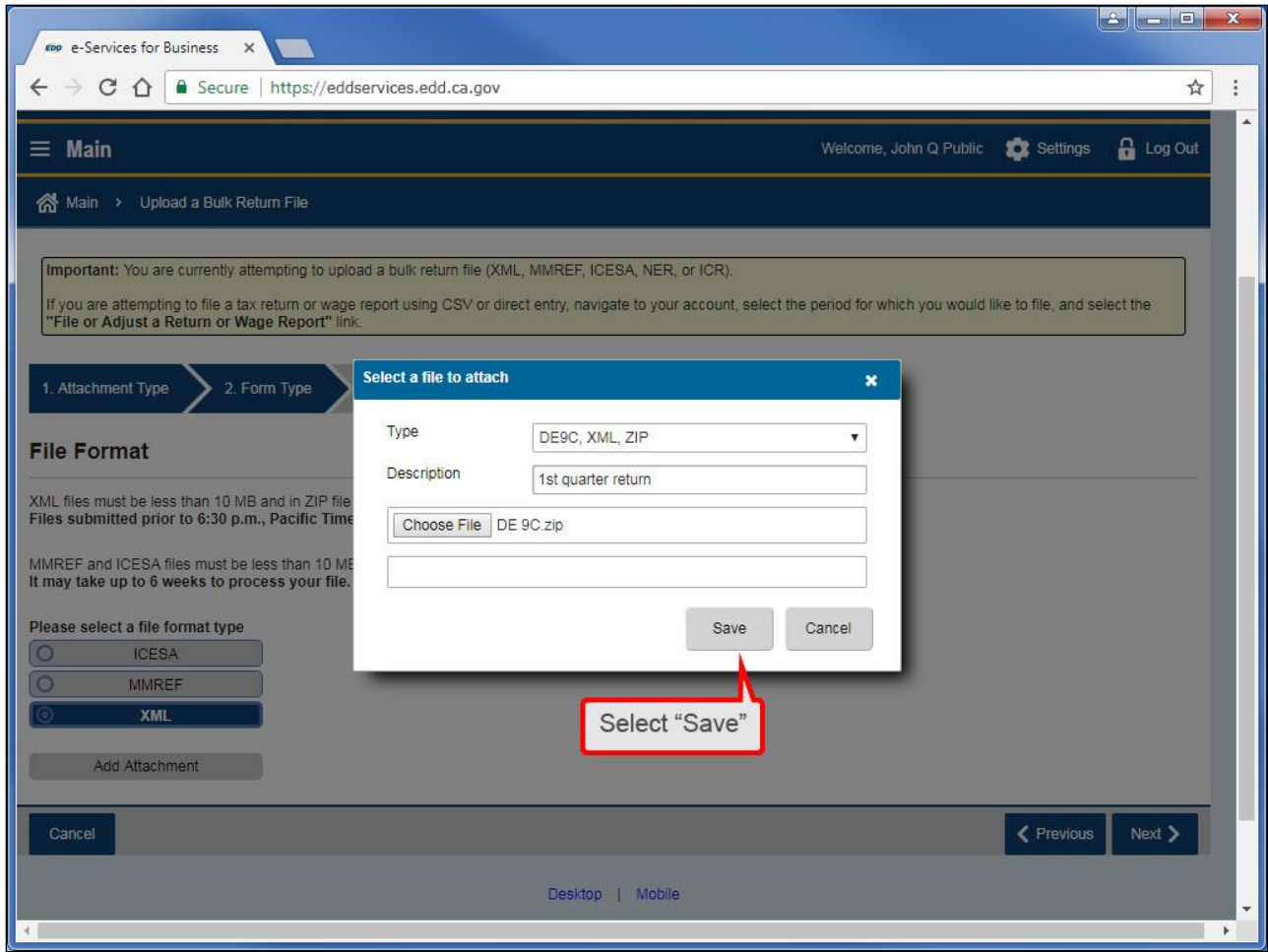
Slide notes

Enter a description of the file and then select "Choose File" to find the file you want to import.



Slide notes

Select the correct file and then select "Open" to import the attachment.



Slide notes

Select "Save" to continue.

e-Services for Business x

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Important: You are currently attempting to upload a bulk return file (XML, MMREF, ICESA, NER, or ICR).
If you are attempting to file a tax return or wage report using CSV or direct entry, navigate to your account, select the period for which you would like to file, and select the "File or Adjust a Return or Wage Report" link.

1. Attachment Type 2. Form Type 3. File Format

File Format

XML files must be less than 10 MB and in ZIP file format.
Files submitted prior to 6:30 p.m., Pacific Time, will be processed the current business day.

MMREF and ICESA files must be less than 10 MB and in ZIP file format.
It may take up to 6 weeks to process your file.


Please select a file format type

☐ ICESA

☐ MMREF

☒ XML

Add Attachment

 **Attachments**

| Type | Name | Description | Size | |
|----------------|-----------|-------------------------|------|--------|
| DE9C, XML, ZIP | DE 9C.zip | 1st quarter return file | 1 | Remove |

Select "Next"

Cancel Previous Next

https://testeddservices.edd.ca.gov/tap/secure/eservices/_/# Desktop | Mobile

Slide notes

Now you can see the attachment that has been imported. Select "Next" to continue.

e-Services for Business X

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main Settings Log Out

Main > Upload a Bulk Return File

Important: You are currently attempting to upload a bulk return file (XML, MMREF, ICESA, NER, or ICR).
If you are attempting to file a tax return or wage report using CSV or direct entry, navigate to your account, select the period for which you would like to file, and select the "File or Adjust a Return or Wage Report" link.

1. Attachment Type > 2. Form Type > 3. File Format > 4. Submitter Information

Submitter Information

Business Name BUSINESS 2

Street 456 ANY ST

City SACRAMENTO

State CALIFORNIA

Zip Code 95814

Select "Next"

Cancel < Previous Next >

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Slide notes

Complete the "Submitter Information" and when complete, select "Next" to continue.

The screenshot shows a web browser window with the URL <https://eddservices.edd.ca.gov>. The page has a blue header with navigation links: [e-Services FAQs](#), [e-Services Tutorials](#), [Contact Payroll Taxes](#), and [Employer Services Online](#). Below the header, a 'Main' menu is visible with a 'Welcome, John Q Public' message and links for [Settings](#) and [Log Out](#). The breadcrumb trail shows 'Main > Upload a Bulk Return File'.

An important message box states: 'Important: You are currently attempting to upload a bulk return file (XML, MMREF, ICESA, NER, or ICR). If you are attempting to file a tax return or wage report using CSV or direct entry, navigate to your account, select the period for which you would like to file, and select the "File or Adjust a Return or Wage Report" link.'

A progress bar at the top of the form area shows five steps: 1. Attachment Type, 2. Form Type, 3. File Format, 4. Submitter Information, and 5. File Information. Step 5 is currently active.

The 'File Information' section contains three input fields, all of which are highlighted with a red rectangle:

- Reporting Period: 31-Mar-2018
- Number of Accounts in File: 1
- Number of Employees in File: 6

To the right of these fields, a red speech bubble contains the text 'Select "Next"'. At the bottom of the form, there are three buttons: 'Cancel', '< Previous', and 'Next >'. The 'Next >' button is highlighted with a blue background.

At the bottom of the page, there are links for [Desktop](#) and [Mobile](#), a footer with links for [Contact EDD](#), [Conditions of Use](#), [Privacy Policy](#), [Accessibility](#), and [Site Map](#), and a copyright notice: 'Copyright © 2018 State of California'.

Slide notes

Complete the "File Information" and when complete, select "Next" to continue.

e-Services for Business X

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[e-Services FAQs](#) [e-Services Tutorials](#) [Contact Payroll Taxes](#) [Employer Services Online](#)

[Main](#) Welcome, John Q Public [Settings](#) [Log Out](#)

[Main](#) > [Upload a Bulk Return File](#)

Important: You are currently attempting to upload a bulk return file (XML, MMREF, ICESA, NER, or ICR).
If you are attempting to file a tax return or wage report using CSV or direct entry, navigate to your account, select the period for which you would like to file, and select the "File or Adjust a Return or Wage Report" link.

1. Attachment Type > 2. Form Type > 3. File Format > 4. Submitter Information > 5. File Information > 6. Declaration

Declaration

I declare that the information herein is true and correct to the best of my knowledge.

First Name: JOHN
Last Name: PUBLIC
Title: OWNER
Phone Number: 1-555-555-5555
Email: johnqpublic@xxxx.com

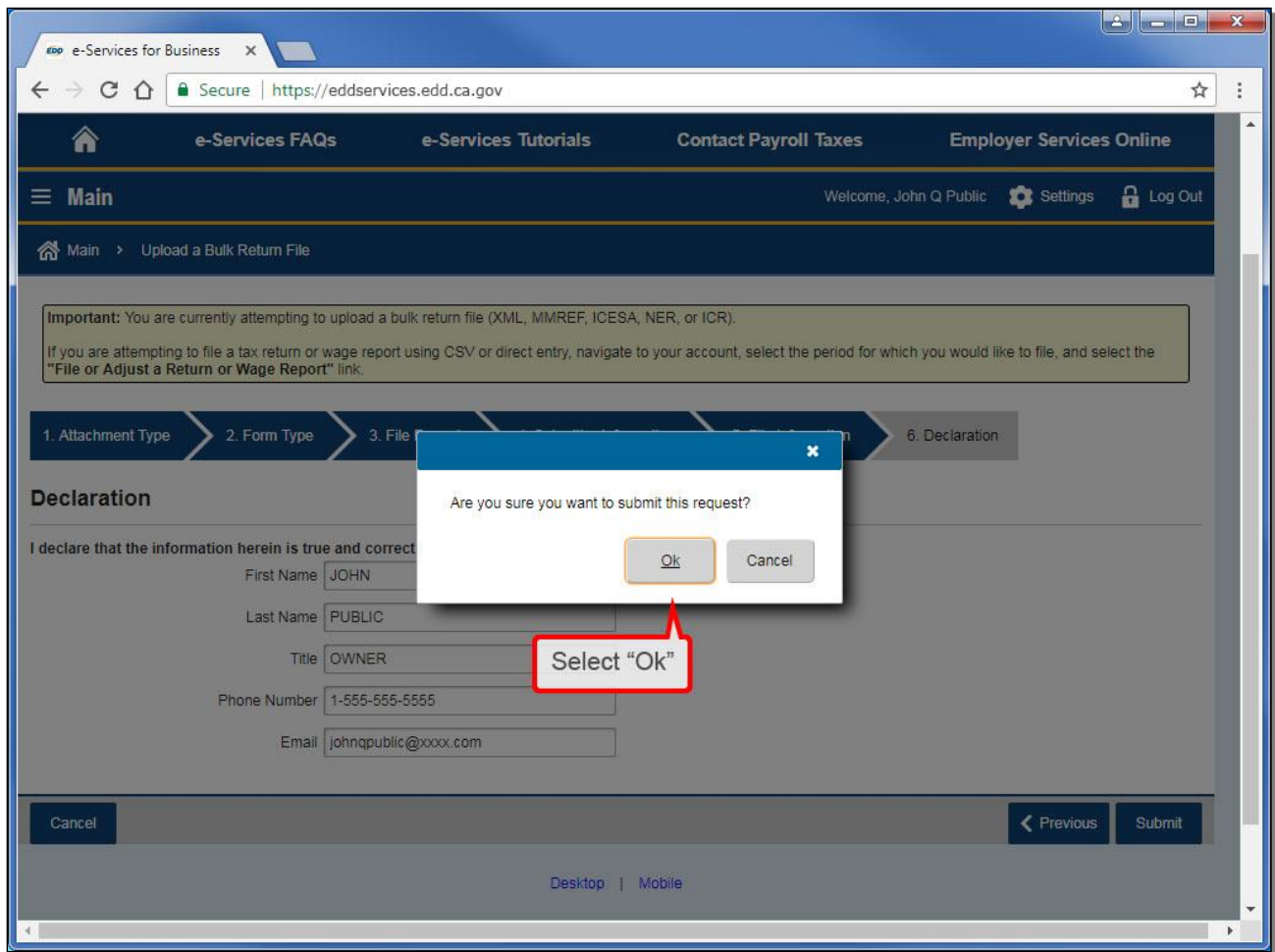
Select "Submit"

[Cancel](#) [Previous](#) [Submit](#)

[Desktop](#) | [Mobile](#)

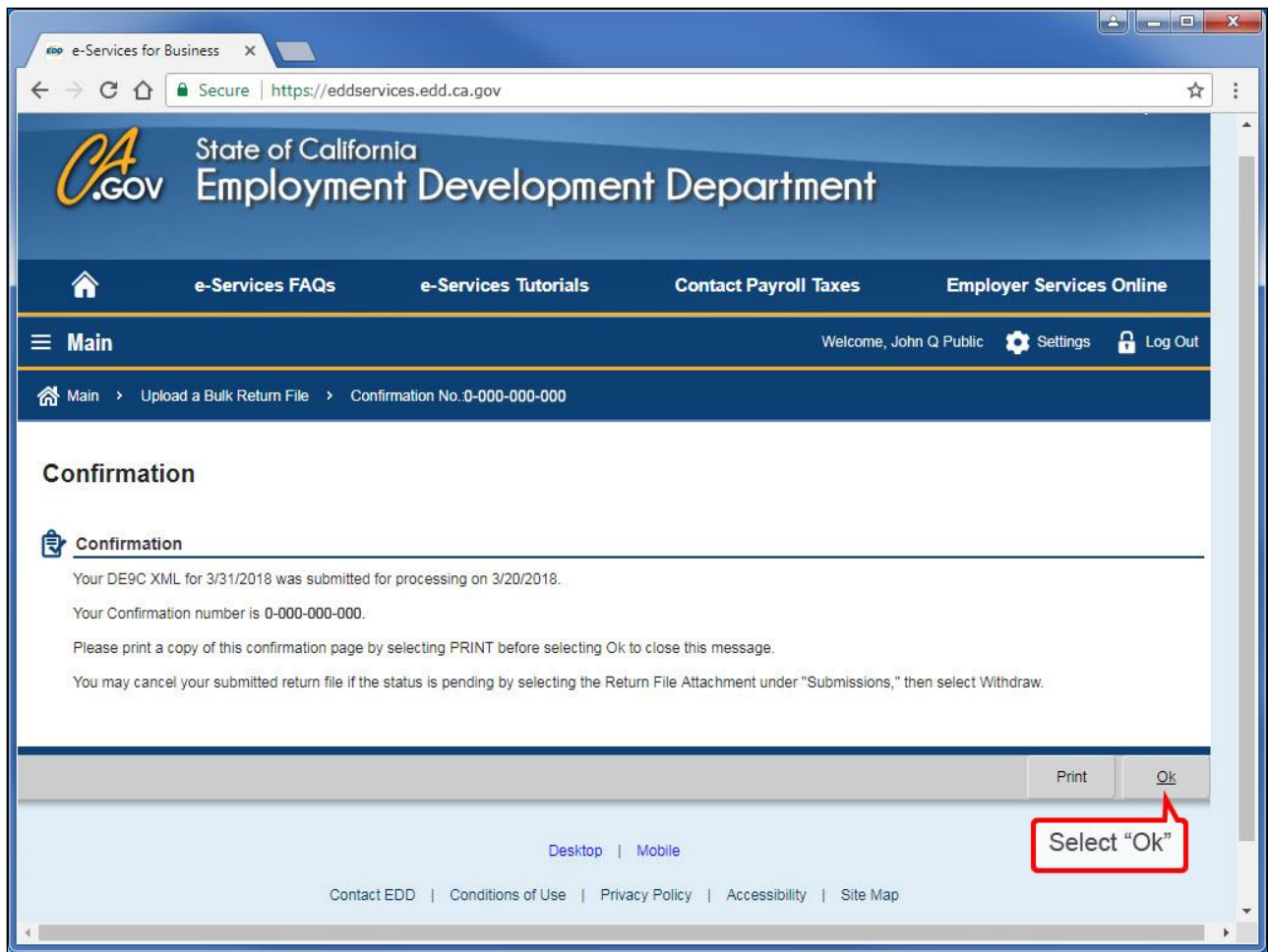
Slide notes

The declaration page is very important. This is where you declare that the information herein is true and correct to the best of your knowledge. When the information is complete, select "Submit."



Slide notes

Are you sure you want to submit this request? Select "Ok."



Slide notes

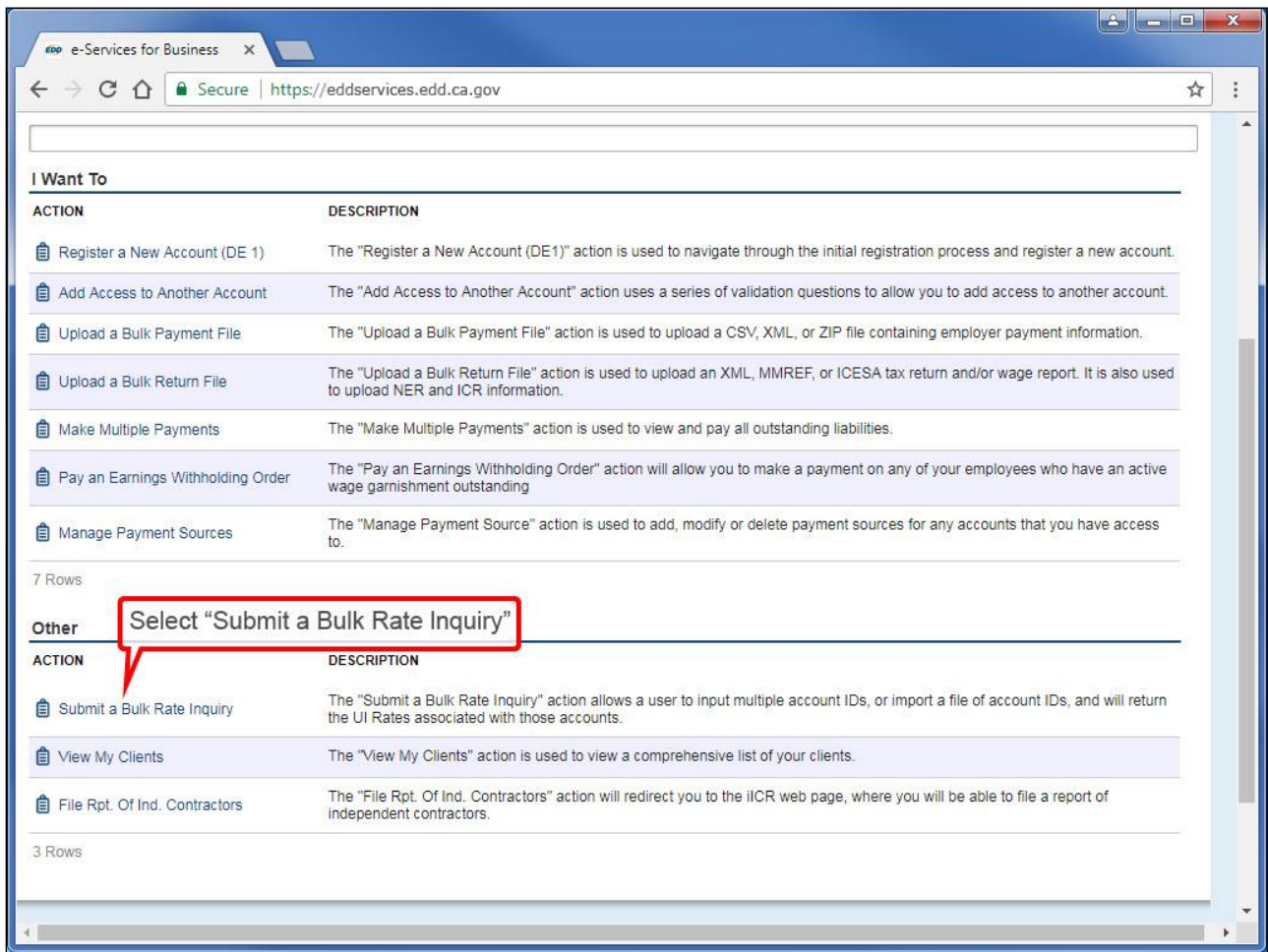
Here is the confirmation page. Your DE9C XML was submitted for processing. Select "Ok" to complete this process and to navigate back to the e-Services for Business home page.

The screenshot shows the 'e-Services for Business' website. The top navigation bar includes links for 'e-Services FAQs', 'e-Services Tutorials', 'Contact Payroll Taxes', and 'Employer Services Online'. Below this is a 'Main' section with a 'Login' area for 'John Q Public' and an 'Alerts' section showing a 'Pay outstanding balance: \$100.00'. The 'I Want To' menu is open, listing various actions like 'Register a New Account (DE 1)', 'Add Access to Another Account', 'Upload a Bulk Payment File', 'Upload a Bulk Return File', 'Make Multiple Payments', and 'Manage Payment Sources'. A red box highlights the 'Show All' link next to the 'I Want To' menu. Below the menu is a tabbed interface with 'Accounts', 'Businesses', 'Submissions', and 'Correspondence' tabs. The 'Accounts' tab is active, showing a table with columns 'Account', 'Account ID', 'Name', and 'Balance'. The table contains two rows of 'Employment Tax' accounts for 'BUSINESS 1' and 'BUSINESS 2', both with a balance of '\$100.00'. A 'Card View' and 'Filter' button are also visible.

| Account | Account ID | Name | Balance |
|----------------|------------|------------|----------|
| Employment Tax | XXX-XXXX-X | BUSINESS 1 | \$100.00 |
| Employment Tax | XXX-XXXX-X | BUSINESS 2 | \$100.00 |

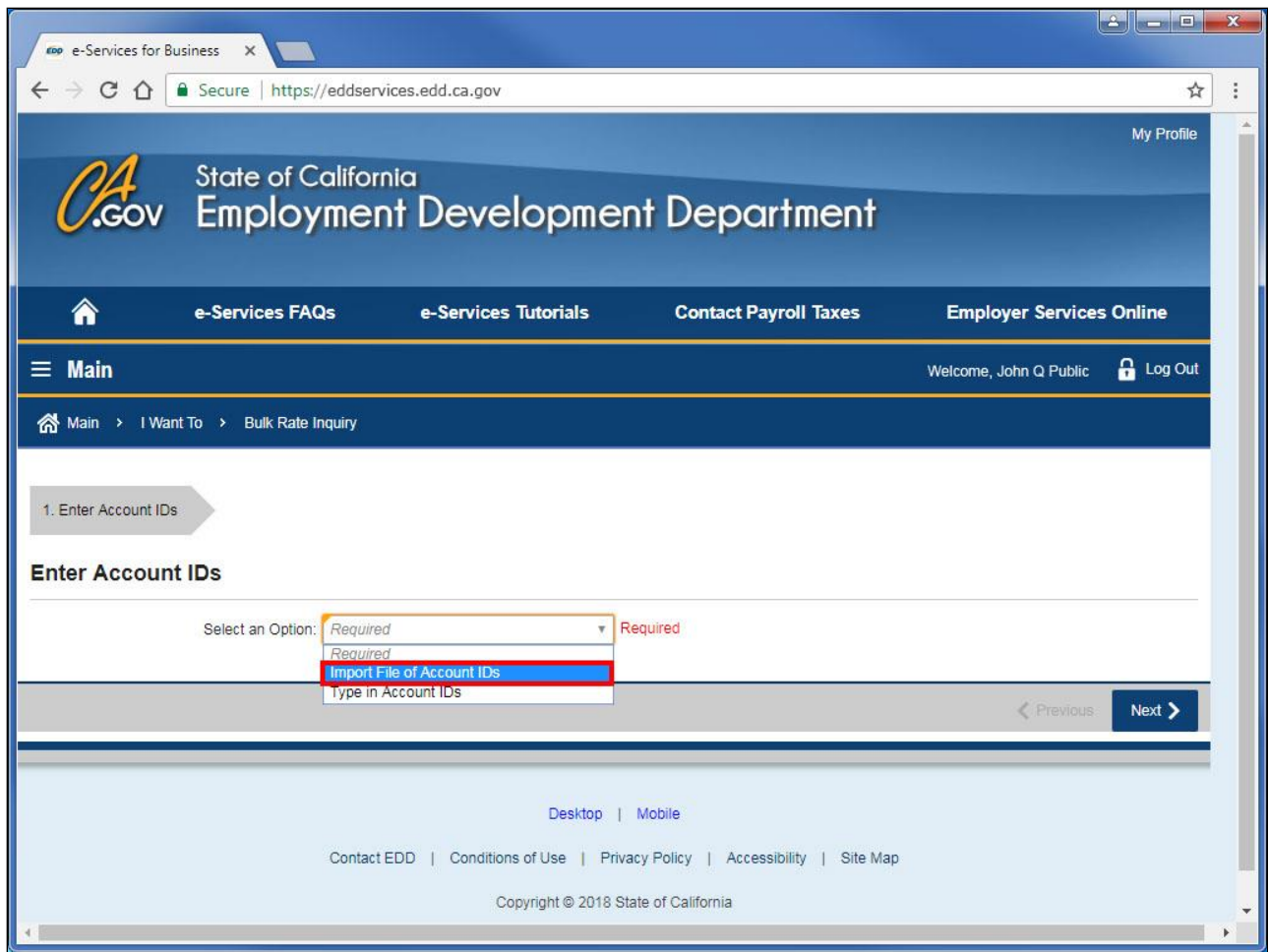
Slide notes

Now let's submit a bulk rate inquiry. To begin, select the "Show All" link next to the "I Want To" menu.



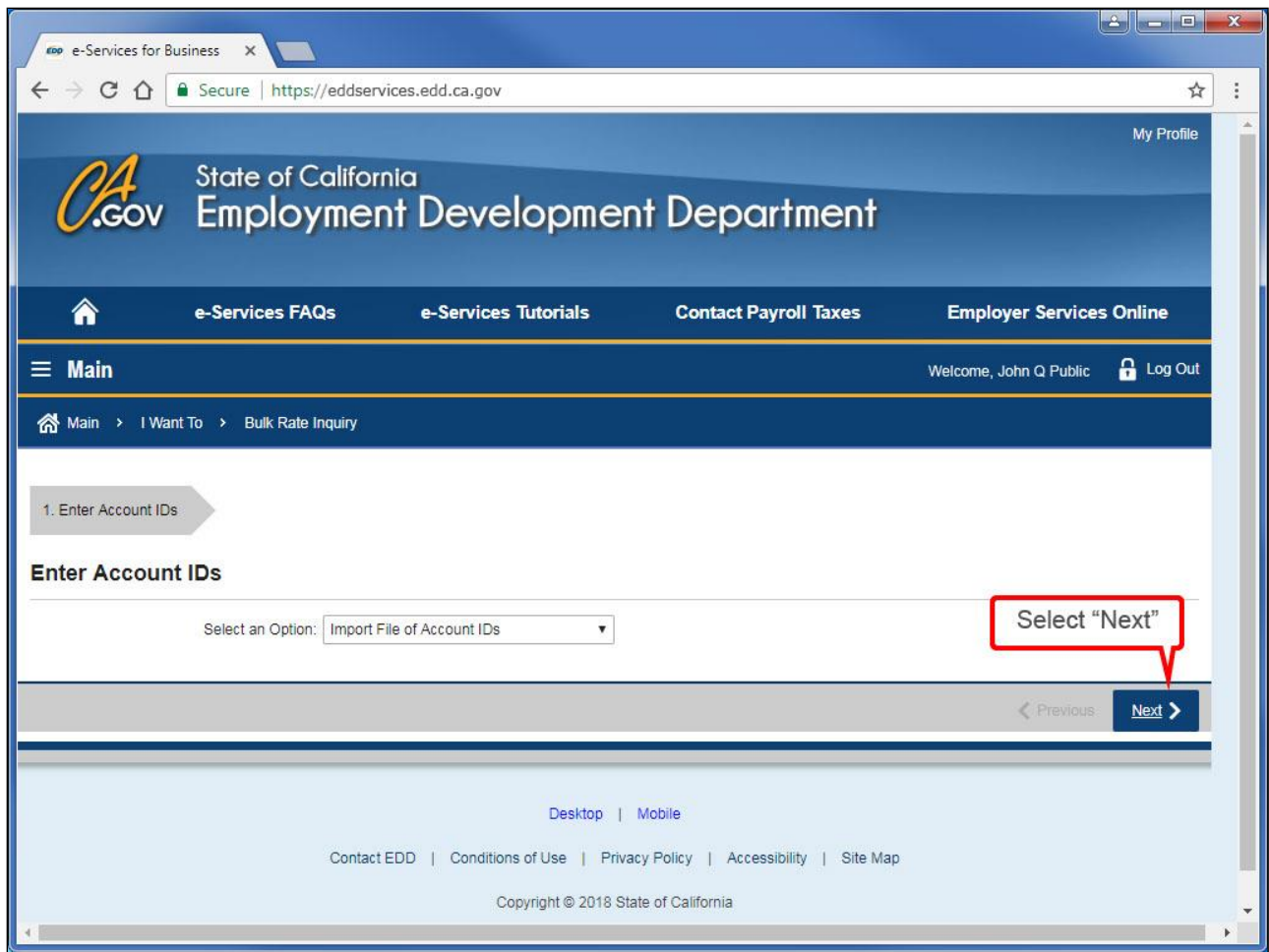
Slide notes

Select "Submit a Bulk Rate Inquiry."



Slide notes

Select “Import File of Account IDs” or “Type in Account IDs.” For this example, we select “Import File of Account IDs.”



Slide notes

Select "Next" to continue.

e-Services for Business x

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Main > I Want To > Bulk Rate Inquiry

1. Enter Account IDs 2. Enter Account IDs

Enter Account IDs

Import CSV File:
Select CSV file to be imported from your computer.

CSV File Format
Open a Microsoft Excel, Microsoft Word, or Microsoft Notepad document and enter the data according to the field position layout in the table below:

| Field Name | Length | Format | Position (Column) |
|-------------------------|--------|---------|-------------------|
| Employer Account Number | 8 | Numeric | 1 |

If the file is created in:

- Microsoft Excel, save the file in a CSV type format, .csv (Comma delimited)(*.csv)
- Microsoft Word or Notepad, save the file in plain text format (*.txt), then rename the type to *.csv

Sample CSV File Layouts

12345678
12345679

Import File of Account IDs

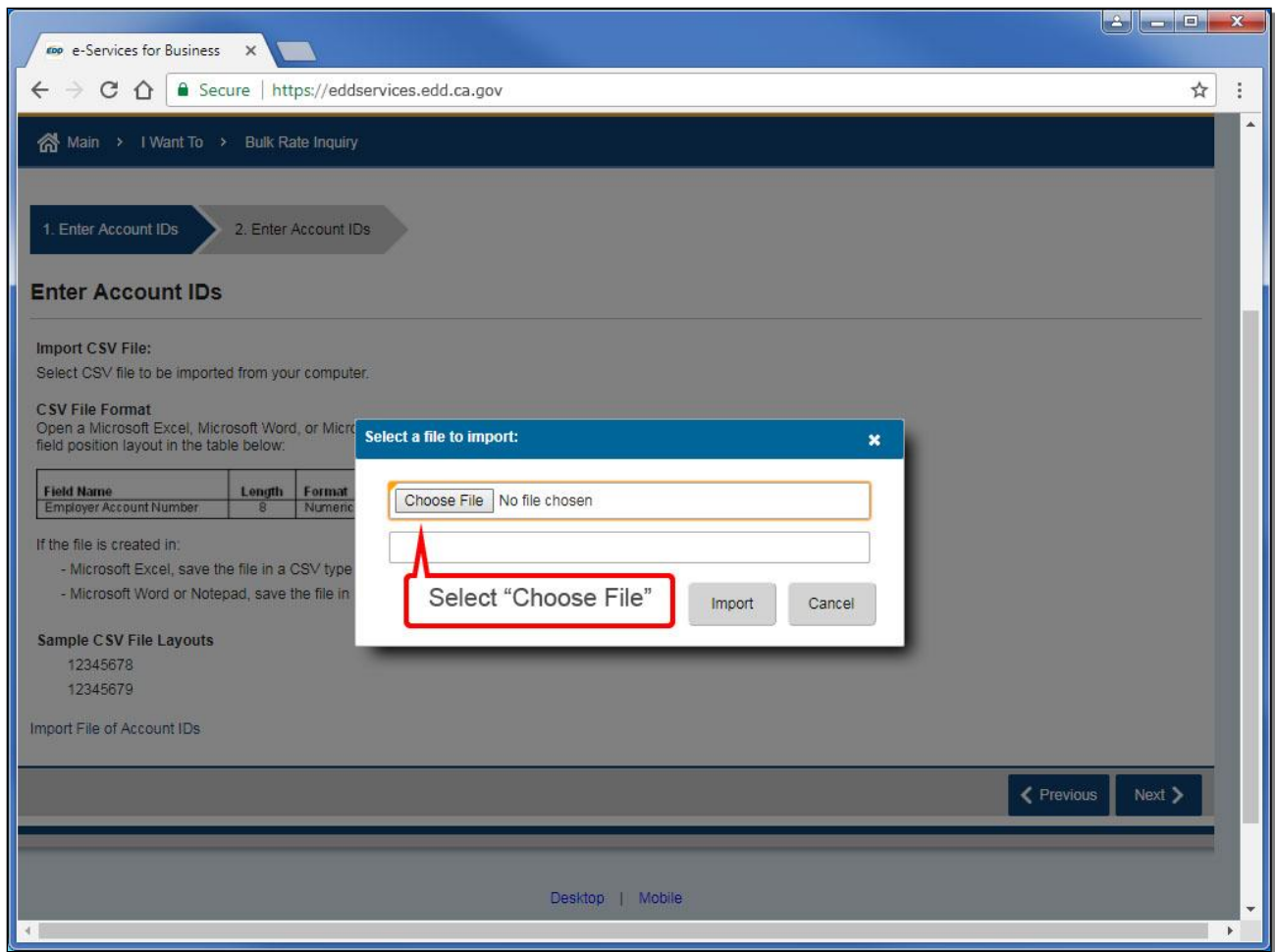
Select "Import File of Account IDs"

< Previous Next >

Desktop | Mobile

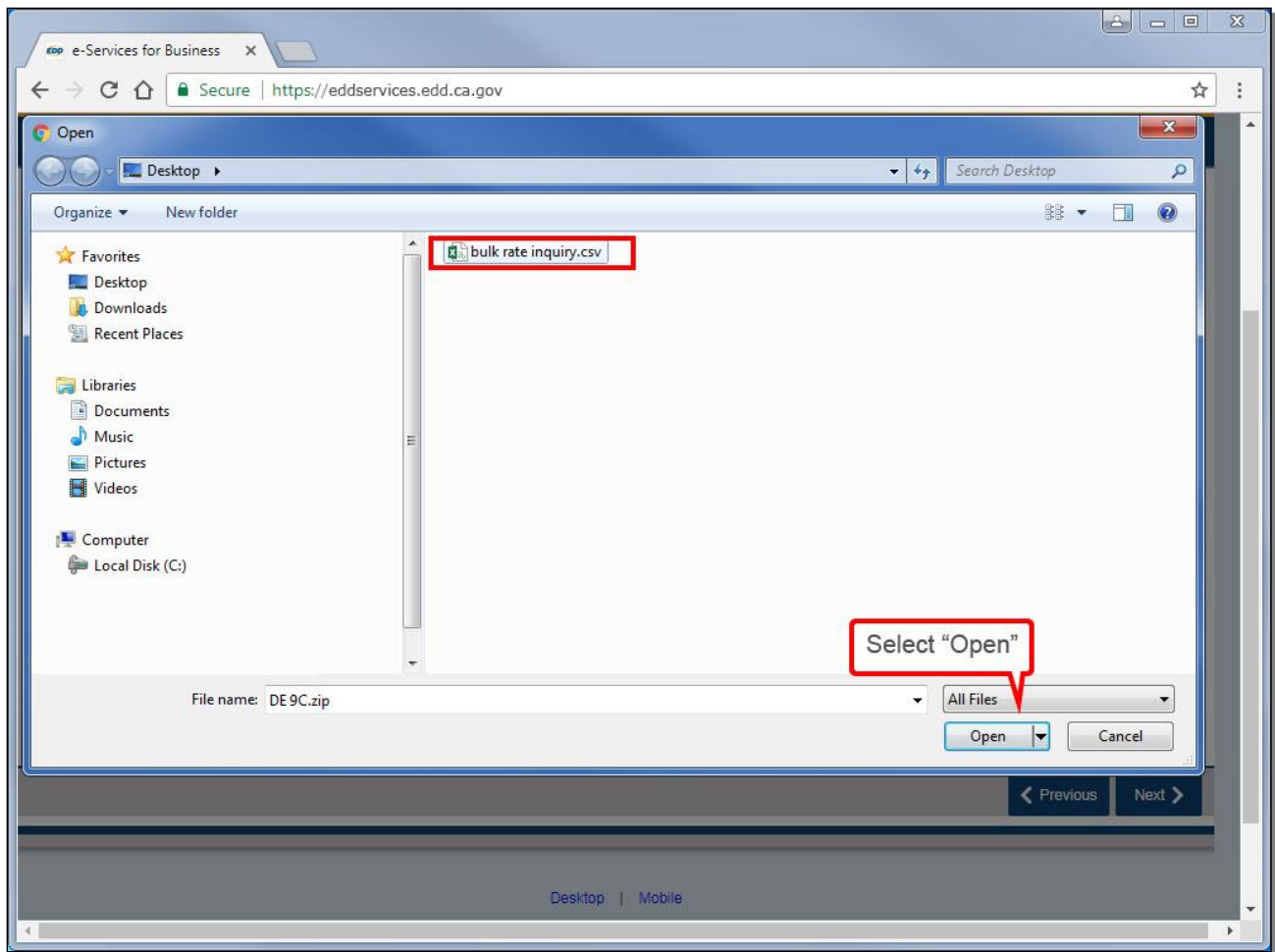
Slide notes

Here are the instructions to import a CSV file from your computer. When you are finished viewing, select "Import File of Account IDs."



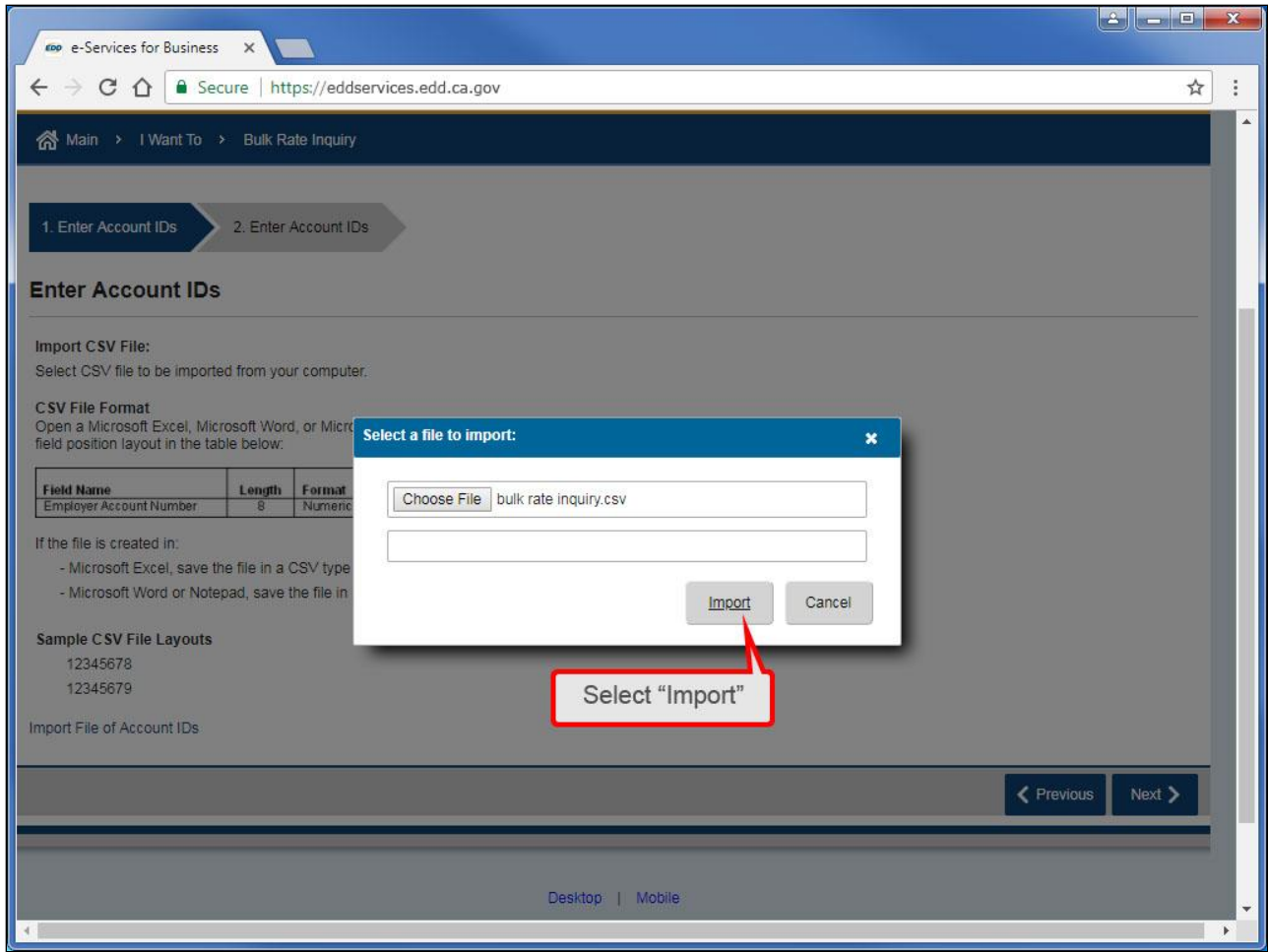
Slide notes

Select "Choose File" to find the file you want to import.



Slide notes

Choose the correct file to import and select "Open" to import the attachment.



Slide notes

Now you can see the file. Select "Import" to complete your inquiry.

e-Services for Business X

Secure | https://eddservices.edd.ca.gov

Main > I Want To > Bulk Rate Inquiry

1. Enter Account IDs 2. Enter Account IDs

Enter Account IDs

Import CSV File:
Select CSV file to be imported from your computer.

CSV File Format
Open a Microsoft Excel, Microsoft Word, or Microsoft Notepad document and enter the data according to the field position layout in the table below:

| Field Name | Length | Format | Position (Column) |
|-------------------------|--------|---------|-------------------|
| Employer Account Number | 8 | Numeric | 1 |

If the file is created in:

- Microsoft Excel, save the file in a CSV type format, .csv (Comma delimited)(*.csv)
- Microsoft Word or Notepad, save the file in plain text format (*.txt), then rename the type to *.csv

Sample CSV File Layouts

12345678
12345679

Import File of Account IDs

Select "Next"

< Previous Next >

Desktop | Mobile

javascript;

Slide notes

Select "Next" to continue.

e-Services for Business X

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Main Welcome, John Q Public Log Out

Main > I Want To > Bulk Rate Inquiry

1. Enter Account IDs 2. Enter Account IDs 3. Select Rate Year

Select Rate Year

☒ 2018

Select "Next"

< Previous Next >

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Slide notes

For this example "2018" is already selected. If the EDD has Unemployment Insurance information for future years those options will be available to you. Select "Next" to continue.

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Employment Development Department

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≡ Main Welcome, John Q Public Log Out

Home Main > I Want To > Bulk Rate Inquiry

1. Enter Account IDs 2. Enter Account IDs 3. Select Rate Year 4. Results

Results

Filter Export

| Employer Account Number | UI Rate % | ETT Rate % | Request Status | Year |
|-------------------------|-----------|------------|---------------------|------|
| XXX-XXXX-X | 1.50 | 0.10 | | 2018 |
| XXX-XXXX-X | 0.00 | 0.00 | No valid rate found | 2018 |
| XXX-XXXX-X | 5.20 | 0.10 | | 2018 |

3 Rows

Previous

javascript;

Slide notes

Here is the rate for these three account numbers. When you are done viewing your tax rates, you can select the "Main" link to go back to the e-Services for Business home page. This completes the process for submitting a bulk rate inquiry.

Other Resources
www.edd.ca.gov

Taxpayer Assistance Center
1-888-745-3886

Slide notes

Thank you for taking the time to watch this tutorial on how to upload a bulk payment file, upload a bulk return file, and submit a bulk rate inquiry.

Be sure to view our other tutorials demonstrating how to add a payment source, file return, and the many other actions available in e-Services for Business.

Other resources are available at www.edd.ca.gov or by calling the Taxpayer Assistance Center at 1-888-745-3886.